

COMPREHENSIVE COMMUNITY JUVENILE SERVICES PLAN

FORMAT & CONTENT REQUIREMENTS

*(As required by the Nebraska County Juvenile
Services Plan Act, §§ 43-3501 to 43-3507 and the
Juvenile Services Act, §§ 43-2401 to 43-2413)*

Developed in partnership by the
Nebraska Crime Commission and the Juvenile Justice
Institute - University of Nebraska at Omaha

2010

INTRODUCTION

Various places in Nebraska's state statutes (The Nebraska County Juvenile Service Plan Act, Neb. Rev. Stat. § 43-3504) require communities to develop a county comprehensive juvenile services plan and submit the plan to the Nebraska Crime Commission. By completing a comprehensive juvenile services plan, entities are eligible for various types of federal and state juvenile justice funding through the Crime Commission (Juvenile Services Act, § 43-2404.01).

The planning content and format requirements are detailed in this document. It is important that all requirements are met in order to receive approval by the Crime Commission.

TRAINING AND TECHNICAL ASSISTANCE

The planning process has been re-evaluated by the Crime Commission in collaboration with the Juvenile Justice Institute, and changes have been made to better serve counties, communities, and regions in the planning process. Helpful tools have been created in order to better analyze juvenile services in your community.

Specific steps have been added to the planning process; therefore it is imperative that the Juvenile Justice Institute be contacted as soon as possible to initiate the juvenile justice planning for your community. Technical assistance is available by contacting Julie Rogers, Community Planning Coordinator, from the Juvenile Justice Institute at 402-554-3794 or jirogers@unomaha.edu.

SUBMISSION OF THE PLAN

The content and format Requirements must be followed in submitting the county juvenile services comprehensive plan to the Crime Commission. Approval is based on these requirements.

The comprehensive plan covers a time period of 3 years beginning July 1 of the year the plan is approved. *This is a change from 2008.* For example, if your county's current plan expires at the end of 2009, your "new" plan will be dated July 1, 2010 – June 30, 2013. The plan will be due by June 30, 2010. *Include the specific dates on the cover of your plan.* It is highly recommended that the dates also appear in either

the header or the footer of the document. County plans should be treated as a living/working document and shall be reviewed on an annual basis for necessary updates. Submit any updates to the Nebraska Crime Commission prior to July 1.

Counties and/or communities should begin the Year 1 planning process *at least* 8 months before the 3-year plan has expired, or in the fall proceeding the summer the plan is due. Appropriate technical assistance may not be available if the process is started too close to the submission deadline. Submit the original and one copy of the plan to:

Nebraska Crime Commission
Attention: Tiffany Mullison
P.O. Box 94946
Lincoln, NE 68509-4946

In addition to the written copy, submit an electronic version (in Microsoft Word) to tiffany.mullison@nebraska.gov.

After submitted, plans will be reviewed. If content and format requirements are met, the Plan will be accepted as written. If not, the Plan may be returned with contingencies, and the contingencies will need to be addressed. You will receive a letter within 30 days of submitting your plan which identifies the status of your plan. If all contingencies are not addressed in a timely manner, as set forth by the receipt letter, your funding may be affected.

After approval, the plan will be placed on the Nebraska Crime Commission's website at www.ncc.ne.gov. Plans are available for review to anyone interested. Collectively, plans are an important and crucial part of creating the Juvenile Justice Coalition's statewide strategic plan for the state.

PLANNING STEPS PROCESS

CONTENT REQUIREMENTS

The Juvenile Justice Institute (JJI) at the University of Nebraska assists local juvenile justice advisory teams in completing the planning process required to write a Juvenile Services Comprehensive Plan (Plan). The Community Capacity Inventory, outlined

below, ensures that your Plan leverages the community's resources against its most pressing juvenile service needs.

The entire planning cycle is a *3-year* process. In *Year One*, summarized here, the preparation, writing, and execution of your Plan occurs. In *Year Two*, the Community Alignment phase takes place, incorporating the results of a program alignment analysis and stability analysis to improve the continuum of juvenile services in your community. In *Year Three*, data is intensely studied and analyzed, taking into account any survey results, assessment scores, analysis data, census numbers, and county-specific juvenile court data pertaining to your juvenile services system.

There are several steps in the *Year One* planning phase. Each step is important in order to create a quality Plan for your community. These steps include:

1. Juvenile Justice Systems Point Analysis

The Juvenile Justice Systems Point Analysis tool is designed to give an overview of how the juvenile justice system works in your local area according to the laws of the State of Nebraska. This includes a specific juvenile justice county data analysis, and will help identify challenges or issues that may be present.

Your community must complete a Juvenile Justice Systems Point Analysis. If one has been completed within the past 6 years, the Analysis does not have to be redone, but it does have to be *updated, dated, and included as an attachment* to the Plan.

The Juvenile Justice Institute may assist in facilitating the Juvenile Justice Systems Point Analysis process.

2. Community Capacity Inventory

The Community Capacity Inventory (CCI) will survey programs and services available to the youth in your county in order to gain an understanding of how the 40 Developmental Assets and YLS risk-need factors are being addressed in your community. In addition, it is recommended that the Developmental Assets Profile (DAP) survey be administered to the youth in your community.

The CCI will provide you with valuable insight to the community's issues surrounding juvenile services.

Your community must complete a Community Capacity Inventory. The Juvenile Justice Institute will assist in coordinating the survey in your community and will provide the corresponding analysis.

Your community may undertake other surveys, such as youth or community surveys regarding the 40 Developmental Assets. The Juvenile Justice Institute may assist with the process of utilizing other surveys.

3. **Graduated Response Assessment**

The Graduated Response Assessment will provide a picture of where the programs and services available in your area are helping youth at each level of your juvenile justice system.

This will be provided to you by the Juvenile Justice Institute during the Gap Analysis presentation.

4. **Community Stabilizing Efforts Review**

The Community Stabilizing Efforts Review will incorporate the Juvenile Justice System Point Analysis, as available, the Community Capacity Inventory, and Graduated Response Assessment in a report identifying what does and does not exist with regard to juvenile services available in your local area. This process reveals the community framework in which your juvenile justice system and juvenile services operate.

The Review provides a platform from which discussion can be had by the Community Team about the best priorities and corresponding strategies to adopt.

The Juvenile Justice Institute will present the findings and this information shall be included in your plan.

5. **Priorities & Strategies**

Priorities are chosen based on the Juvenile Justice Systems Analysis and the Community Stabilizing Efforts Review. Strategies will then be chosen for each priority. Distinguishing how each response or strategy addresses the problems

or priorities within your community's juvenile justice system is the crucial component in this phase of the process.

It is the responsibility of the community team who is writing the plan to determine the priorities and corresponding strategies.

6. Write Juvenile Services Plan

Upon the completion of step Number 5, the community is in position to write your Community Juvenile Services Comprehensive Plan. All of the input and information gathered in steps 1 – 5 will be essential in easily putting your Plan together on paper.

FORMAT REQUIREMENTS

The comprehensive plan should be submitted in the following format order with all completed information.

I. Cover Page

The cover page shall include:

- a. Name of the county(s) represented by the plan.
- b. The dates the plan will cover (be sure to include month, day and year)
- c. Name, address, phone number and email for the person responsible for the completing the plan.
- d. Name, address, phone number and email for the chair of the community team/coalition.
- e. Name, address, phone number and email for the chair of the county board.

II. Community Team Section

Nebraska statutes require a community team of relevant stakeholders to develop the comprehensive plan. This section should describe the following:

- a. The community team name and a description of how the team was formed,
- b. The length of time (how many months or years, etc.) the team has been meeting,

- c. How often the team meets, and
- d. The current structure (i.e. officers, sub-committee's, etc.)
- e. The plan should include:
 - i. A list of the community team members,
 - ii. Title,
 - iii. Address,
 - iv. Phone numbers and
 - v. Email addresses.

III. **Community Socio-Economics**

Discuss the socio-economics of your community. This should include the main transportation routes that run through your county, main economies within the county (i.e. industry, farming, etc), population, race/ethnic make up of county, age breakdown within county, educational opportunities (i.e. number of schools, colleges, trade schools), historic and natural attractions that affect the county (lakes, state parks, landmarks, etc) and any other dynamics significant to the social and economic make up of the community. Discuss how these dynamics interact with one another and strengths and issues created due to the interaction of these dynamics, especially how that relates to juvenile services in your community.

IV. **Identified Priority Areas**

The county plan should ***identify 3-5 priorities*** based on discussion of juvenile justice issues in your county, the services already in place to deal with those issues, the services needed to address the issues, and a determination of the gaps/needs within the county. The data provided in the Stabilizing Efforts Review should be used as an aid in identifying juvenile justice issues, and articulated in the plan. List and describe each priority identified by the community team. The description of the priority should focus on data (including statistical data if available) and information that supports this priority, local issues/dynamics that contribute to the problem, etc.

The priority areas for this year's plan may be a continuance of the previous year's plan, but there must be statistical data to support the continuance of the respective priority area.

V. Strategies

- a. For each priority area, identify and articulate the strategies the county will use to address the problem. There may be more than one strategy. We encourage counties to look at a continuum of strategies including but not limited to: changes to policy, procedures or practices; training needs; program development; current program expansion.
- b. For each strategy, briefly describe who will work on implementation of the strategy, a brief time line, what resources are needed, and expected results.
- c. If the priority area is the same from your community's previous plan, please describe what strategies were implemented during the last plan period. Discuss any accomplishments or problems with the implementation of the strategy.

VI. Juvenile Justice System Analysis tool:

This tool is provided through technical assistance provided by the Juvenile Justice Institute and is administered with the assistance of the Juvenile Justice Institute. This tool includes county level data and an assessment of that data. Provide the summary recommendations/priorities provided in the final report from JJI.

The completed Juvenile Justice Systems Analysis Tool report shall be attached as Appendix A.

VII. Community Stabilizing Efforts Review

The Community Stabilizing Efforts Review is based upon the Juvenile Justice Systems Point Analysis, Community Capacity Inventory, and Graduated Response Assessment in a report that identifies the gaps that exist in juvenile services available in your local area. This process reveals the community framework in which your juvenile justice system and juvenile services operate.

This report shall be attached as Appendix B.

If your community completed another survey as part of this process, attach the corresponding results.

VIII. **County Board of Commissioners or Supervisors**

Finally, the plan must be approved by the County Board(s) of which the plan covers. The approval shall be attached as Appendix C.